

REPORTS INVENTORY						CONTROL NO. <i>DD S/oc-046</i>
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT	<input type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING
<i>Contract Information Survey (CIS) Report</i>						
3. FUNCTIONAL AREA	PERSONNEL	LOGISTICS	MEDICAL	TRAINING	SECURITY	FINANCE
				ADMIN. GENERAL	OTHER (specify)	
				COMMUNICATIONS		
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)			6. DISTRIBUTION (No. of components not number of copies)		
<i>1</i>	<i>Aperiodically</i>			<i>1</i>		
7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
<i>Worksheet</i>	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OC-SCD/SIG			Feeder to DDS&T			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-12	\$6.82		16	=	\$109.12	X 1 = \$109.12
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$109.12
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						